



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AIRPORT MANAGER

Class No. 005500

■ CLASSIFICATION PURPOSE

To manage the operational functions of airports; to perform related administrative functions; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is allocated to the Department of Public Works. Incumbents are headquartered at Gillespie Field and Palomar Airports, and serve six additional airports as directed. Under general direction of the Deputy Director, Public Works-Aviation, the Airport Manager is responsible for the maintenance scheduling, budget preparation, and submission of grants for funding of the airports.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, and directs airport operations.
2. Plans, proposes, and recommends capital improvement projects.
3. Maintains contact with Federal, State, and local officials concerning grant coordination, airport planning, enforcement of rules and regulations governing use of airport, and airport operations.
4. Manages and coordinates construction, maintenance, and repair contracts.
5. Prepares airport operations budget.
6. Coordinates security protection with contractor.
7. Supervises and trains employees.
8. Attends airport advisory meetings.
9. Coordinates with fiscal support to produce accurate accounting and billing records of fees and charges.
10. Develops maintenance priorities, emergency procedures, and the noise abatement program for an airport.
11. Conducts inspections of airport facilities.
12. Handles public relations and noise complaints.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, State, and local rules and regulations governing the operation, maintenance, and storage of aircraft.
- Applicable Federal Aviation Regulations (FAR's) and Advisory Circulars.
- The development of master plans, land use, and zoning regulations related to the expansion of aviation, airports, and related facilities.
- The process, application, administration, billing, and auditing of grants through the FAA and State Division of Aeronautics.
- Aviation rules, regulations, and safety practices.

- The principles and methods of managing real property, negotiating leases, permits, and rents.
- Budget process and preparation.
- Rules of the FAA tower personnel, aircraft pilots, and County airport maintenance personnel.
- Maintenance of several landing systems, approach lighting aids, runway and taxiway markings, and lighting.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Organize, direct, and coordinate the activities of an airport.
- Develop long-term plans and programs.
- Conduct effective public relations, handle complaints, issue press releases, and control interviews with news reporters.
- Negotiate leases, permits, and rents.
- Read, understand, and interpret grant agreements, leases, financial statements, and contracts .
- Schedule, assign, and review the work of others.
- Analyze and deal with emergency situations calmly and effectively.
- Identify potential and/or actual problem areas related to safety and noise abatement.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of increasingly responsible experience in airport operations and management.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking and standing. Occasional: sitting, bending of neck and waist, squatting, kneeling, crawling, repetitive use of right hand, reaching above and below shoulder level, twisting of neck and waist, lifting up to 10 pounds and carrying cones/saw horses up to 100 feet.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents will work on Aircraft Flight line areas and may be exposed to biohazards such as fuel spills/hangar fires and dust, gas, fumes or chemicals; exposed to excessive noise of aircraft run up.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 28, 1989
Reviewed: Spring 2003
Revised: June 9, 2004

Airport Manager (Class No. 005500)

Union Code: MA

Variable Entry: Y